



CITY OF WATERTOWN APPLICATION PROCESS FOR A SITE PLAN

APPLICANT IS RESPONSIBLE FOR COMPLETENESS OF APPLICATION. IT IS SUGGESTED TO READ THIS ENTIRE BOOKLET BEFORE SUBMITTING SITE PLAN.

In the interest of expediting site plan approvals, the Planning Board of the City of Watertown wishes to advise you of the procedures in applying for these referrals:

- A. Address submittals to the City Engineer, 245 Washington Street, Room 305, Watertown, NY 13601.
- B. A \$25.00 application fee must accompany submittal. (Exception – minor subdivisions – no fee.)
- C. Petitions must contain 16 sets of all data (i.e. cover letter, plans, etc). When County Planning Board review is necessary, one more complete set will be called for.

NOTE: Each set is to be made up of a letter explaining the proposal clearly and completely, along with a completed environmental form. A plan, as outlined under “Submission of Site Plan and Supporting Data” on page two of this handout, is also part of the set.

- D. If the proposal qualifies for a waiver as outlined in paragraph B of Site Plan Review and Approval as shown below, then 11 (eleven) sets are to be submitted.
- E. All site submittals must be received by the Engineering Department at least 14 calendar days prior to the next meeting; 21 days if County action is necessary. Failure to meet the deadline may result in not making the agenda. The City Planning Board meets on the first Tuesday of each month at 1:30 P.M. in the City Council Chambers.

PLEASE USE THE FOLLOWING GUIDELINES WHEN PREPARING YOUR SUBMITTAL. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CITY ENGINEERING DEPARTMENT.

SITE PLAN REVIEW AND APPROVAL:

- A. All uses, except one family, two family, and three family dwellings and their accessory uses, permitted in any district where the building or parking area coverage of the lot is to be increased by over 400 S.F. require site plan review and recommendation by the Planning Board and, if necessary, approval by the City Council before a building permit is issued. Note: Proposed buildings or additions of 400 S.F. or less do not require Planning Board review.
- B. Such site plan approval of City Council may be waived by the City Planning Board. A complete application for a building permit with all documentation must be received which complies with the following to determine a waiver:
 - 1. Does not involve a change in the boundaries of the property.
 - 2. Does not represent the initial building on the property.
 - 3. Is minor and incidental in size to the existing building pattern, size, and coverage on the property, but in no event shall exceed 2,500 square feet.
 - 4. Does not effectively change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property, and is also otherwise consistent with all purposes of this chapter.
- C. The planning Board of the City of Watertown shall be empowered to waive site plan approval as set forth herein without the necessity of approval by the City Council of the City of Watertown.
- D. Where the City Planning Board determines that such site plan approval Sections 310-56 through 310-59 are not applicable; the City Planning Board shall proceed to review and rule on the application on the basis of such other documentation and procedures as may be prescribed in this and other ordinances in connection with the issuance of a building permit. Where such site plan approval is required, Sections 310-56 through 310-59 are applicable, and the Planning Board shall review and recommend to the City Council approval or approval with modifications.

SUBMISSION OF SITE PLAN AND SUPPORTING DATA:

Owner shall submit a site plan and supporting data prepared and stamped and signed by a registered architect, a professional engineer, a licensed landscape architect, or licensed land surveyor (the signature is to appear directly upon the stamp), and shall include the following information presented in drawn from and accompanied by a written text. Also, a telephone number must be included so the applicant can be contacted if necessary, for questions or updates on meeting information.

After approval of any plan, it shall not be modified without a written request, followed by a written answer of approval by the involved authority of the City. Copies of such requests shall be sent individually to the City of Watertown Planning Department, Engineering Department, Code Enforcement Office, Water Department and so on.

All site plans are to be accordion folded so as to enable their placement in a standard file folder so that the file tab can be viewed. This practice will greatly expedite our review process. To facilitate this, please see the illustration at the bottom of the checklist page. Also, please include in appropriate order, the other items (cover letter, SEQR, etc.) with each plan so that they are properly assembled in sets.

- A. Survey of property showing existing features (clearly labeled “existing”), including driveway openings, contours, large trees, buildings, utilities, structures, streets, utility easements, rights-of-way, land use, zoning and ownership of surrounding property.
- B. Site plan showing proposed lots, blocks, features (clearly labeled “proposed”), including driveway openings, contours, large trees, buildings, utilities, structures, streets, utility easements, rights-of-way, land use, zoning and ownership of surrounding property.
- C. Traffic circulation, parking and loading spaces, and private and pedestrian walks.

WE PREFER THAT ITEMS A, B, AND C BE ON ONE DRAWN-TO-SCALE PLAN, IF THEY CAN BE SHOWN CLEARLY.

- D. Landscaping plan, site grading, landscape design and open areas.
- E. Preliminary architectural drawings for buildings to be constructed; floor plans, exterior elevations and sections. (All elevations are to be on City datum.)
- F. Preliminary engineering plans; street improvements, storm drainage, water supply and sanitary sewer facilities. (All elevations are to be on City datum.) The drainage plan must show final elevations on the plan that all water runoff will be contained upon the site and disbursed by proper underground piping to a storm sewer.
- G. Engineering feasibility study of an anticipated problem, which might arise due to proposed development as required by the Planning Board.

- H. Construction sequence and time schedule for completion of each phase for building, landscaped areas, proposed parking lot and area lighting.
- I. Description of proposed users, hours of operation, volume of traffic generated, and noise impact.
- J. All buildings, structures and accessory structures including pools within 50 feet of the subject property are to be shown upon the plan.

CONSIDERATIONS:

The Planning Board shall review the site plan and supporting data and take into consideration the following:

- A. Harmonious relationship between proposed uses and existing adjacent uses.
- B. Maximum safety of vehicular circulation between the site and street.
- C. Adequacy of interior circulation, parking and loading facilities with particular attention to pedestrian safety.
- D. Adequacy of landscaping and setbacks to achieve compatibility with and protection of adjacent uses.

PERFORMANCE BOND:

The City Council may require as a condition of the site plan, approval that the owner file a performance bond in such amount as they determine to be in the public interest to ensure that proposed landscaping, parking and walkways, and/or any other requirements will be built and will perform in compliance with accepted plans. If applicable, a punchlist will be initiated and sent to the engineer/architect, etc. All items listed must be completed in order to obtain a Certificate of Occupancy.

LANDSCAPING REQUIREMENTS:

In accordance with the site plan review and approval provisions, the following are the minimum landscaping requirements:

- A. Where any land use in non-residential districts abuts land in any Residential District, a strip of land of a minimum 5 feet in width, up to a maximum of 15 feet in width, shall be maintained by the owner as a landscaped area in front, side, and rear yards which adjoin this other district, which width of strip of land, as applicable to each of the front, side, and rear yards, shall be determined by the City Council at the time of issuance of the site plan approval.
- B. Where any permitted non-residential land use or totally new multiple family development in a Residential District abuts any land use in a Residential District, a strip of land at least 15 feet in width shall be maintained as a landscaped area in front, side and rear yards which adjoin these uses.

LANDSCAPING REQUIREMENTS: (con't.)

- C. In an Industrial or Commercial District, each use shall have a strip of land at least 15 feet in width in any required front yard and at least 5 feet in width in any required rear and side yards which shall be maintained as a landscaped area.
- D. In a Planned Development District, requirements shall be as required by the City Council.
- E. Landscaping shall be installed and maintained in a healthy, growing condition in front, side and rear yards and shall take the form of shade trees, deciduous shrubs, evergreens, well kept grassed areas and ground cover.

SIGNS:

Applicant should be aware of current code allowances for quantities, types and sizes of signs allowed under each zoning designation. These restrictions vary by zone and variances require petition to the Zoning Board of Appeals. To avoid delays at completion and opening of your business or other intended use, these requirements should be reviewed and complied with at the time of site plan submissions.

ADMINISTRATION

ENFORCEMENT:

This Ordinance shall be administered by the City Engineer. He shall issue no building permit nor occupancy permit for any building, structure or land for which the plans, specifications or intended use are not in all respects in conformity with the Ordinance.

ALL INFORMATION REQUESTED IN THIS BOOKLET MUST BE PROVIDED. INCOMPLETE SUBMITTALS MAY BE RETURNED FOR ADDITIONAL INFORMATION. THIS COULD RESULT IN YOUR SUBMITTAL MISSING THE PLANNING BOARD AGENDA BY ADDING TIME TO THE REVIEW PROCESS .

CHECKLIST

THE FOLLOWING “MUST” BE INCLUDED

- ☐ COVER LETTER CLEARLY OUTLINING THE REQUEST.
- ☐ PLAN WITH ALL REQUIRED INFORMATION.
- ☐ THE CORRECT NUMBER OF SETS .
- ☐ \$25.00 CHECK, MADE PAYABLE TO THE CITY OF WATERTOWN.
- ☐ PLAN, STAMPED AND SIGNED BY A NEW YORK STATE REGISTERED ENGINEER, ARCHITECT OR LICENSED SURVEYOR, IF APPLICABLE.
- ☐ LANDSCAPING PLAN.
- ☐ SEQR SHORTFORM – FRONT SIDE COMPLETED.

PLANS ARE TO BE FOLDED AS SHOWN BELOW:



**SITE PLAN REVIEW
BUFFER ZONE LANDSCAPING GUIDELINES**

May 2, 1995

- 1. Guidelines** – Where the Zoning Ordinance requires a buffer zone, the landscaping described in these guidelines shall be acceptable to the Planning Board.
- 2. Width** - The Planning Board will require the maximum width of fifteen (15) feet for all buffer zones unless the applicant can show that is not possible.
- 3. Landscaping** - The buffer areas within each listed zoning district shall contain, at a minimum, the following landscaping:
 - a. Limited Business Districts:
 - Small trees planted 20 feet on center, or
 - Large trees planted 40 feet on center and assorted shrubs.
 - b. Neighborhood Business and Commercial Districts:
 - Small trees planted 20 feet on center and a 3 foot high wall or
 - Small trees planted 20 feet on center on top of a 3 foot high berm, or
 - Large trees planted 40 feet on center and evergreen shrubs planted 5 feet on center.
 - c. Light and Heavy Industrial Districts:
 - Small trees planted 20 feet on center and evergreen shrubs planted 3 feet on center, or
 - Large trees planted 40 feet on center and a 6 foot high opaque fence, or
 - Large evergreen trees, stagger planted at 15 feet on center.

4. Plant Materials -

- a. Size at Planting – Large trees shall be a minimum of 1 ½” to 2” caliper when planted. Small trees shall be a minimum of 1” caliper when planted. Large evergreen trees shall be six (6) to eight (8) feet in height. Evergreen shrubs shall be three (3) to four (4) feet in height.
- b. Acceptable Types – The following is a list of suitable species, but is not intended to be all inclusive of acceptable species of trees and shrubs.

Large Deciduous Trees:

- Sugar Maple – *Acer Saccharum*
- Norway Maple – *Acer Platanoides*
- Red Maple – *Acer Rubra*
- White Ash – *Fraxinus Americana*
- Ginkgo – *Ginkgo Biloba*
- Red Oak – *Quercus Rubra*
- Honey Locust – *Gleditsia Triacanthos Inermis*
- American Beech – *Fagus Grandifolia*
- Tulip Tree – *Liriodendron Tulipifera*
- Paper Birch – *Betula Papyrifera*
- Little Leaf Linden – *Tilia Cordata*

Large Evergreen Trees:

- White Pine – *Pinus Strobus*
- Scotch Pine – *Pinus Sylvestris*
- Norway Spruce – *Picea Abies*
- Colorado Blue Spruce – *Picea Pungens*
- Serbian Spruce – *Picea Omorika*
- Balsam Fir – *Abies Balsamea*
- Canadian Hemlock – *Tsuga Canadensis*

Small Deciduous Trees:

- Autumn Olive – *Eleagnus Umbellata*
- Washington Hawthorn – *Crateagus Phaenopyrum*
- Crabapple – *Malus sp.*
- Flowering Cherry – *Prunus sp.*
- Lilac – *Syringa sp.*
- Juneberry – *Amelanchier Canadensis*
- Blackhaw – *Viburnum Prunifolium*

Evergreen Shrubs:

- Arborvitae – *Thuja Occidentalis*
- Dwarf Alberta Spruce – *Picea Glauca Albertiana*
- Irish Juniper – *Juniperus Communis Hibernica*
- Blue Pfitzer Juniper – *Juniperus Chinensis Hetzi Glauca*
- Hick’s Upright Yew – *Taxus Media*
- Pyramidal Yew – *Taxus Cuspidata Capitata*